

STATE FIRE TRAINING



FF Certification Exam Request Instructions

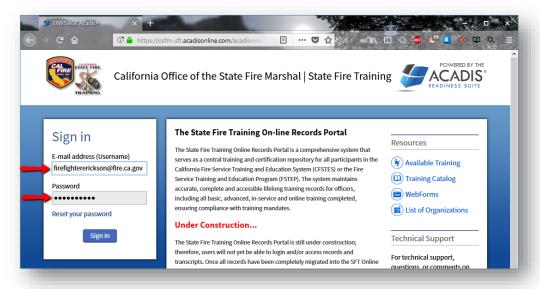
HOW TO SCHEDULE YOUR FF ACADEMY

Download Request Form and Roster Template

1) Download and complete the **FF Certification Exam Scheduling Request form** and **FF Academy Roster template** from the SFT website: http://osfm.fire.ca.gov/training/evaluatorresources.

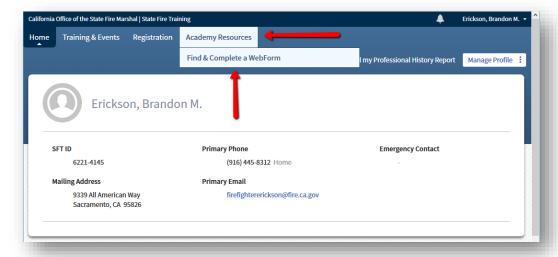
Account Login

- 1) Go to the SFT Portal Database: https://osfm-sft.acadisonline.com
- 2) Log into your account using your username and password provided to you by SFT.



Submit Webform

- 1) At the top of the screen, select the tab labeled Academy Resources
- 2) From the dropdown menu, select Find & Complete a WebForm



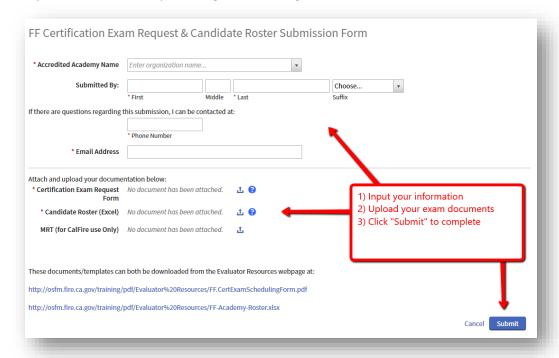


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- 3) From the list of webforms, select FF Cert. Exam Request Form
- 4) Complete the webform by entering the following information:



- a) Accredited Academy Name (ARTP or ALA name)
- b) Submitter's name, phone and email (in the event there are questions)

Additionally, upload the following documents:

These documents can be found on the <u>Evaluator Resources webpage</u>

- c) Exam Request Form
- d) Candidate Roster Spreadsheet
- 5) Once all required fields are completed and all required documents are uploaded, click the **Submit** button in the bottom right corner. A confirmation message will display on the screen and a confirmation will be emailed to the submitter. SFT will also receive a notification that results have been submitted and SFT will process those results in the order they were received.